**Terms of Reference**

**Background:**

For the past few years, the Bhutan Centre for Media and Democracy has invested efforts towards strengthening democracy by nurturing citizen participation in understanding issues, planning and development. A range of target groups have been part of this initiative including school youths, teachers, elected local leaders and district administrators and community residents. The initiative was intended to:

1. nurture a sense of ownership and responsibility in the citizens for their communities and to enhance their awareness about their community issues and strengths.
2. make citizens understand their role in a democracy and to build their confidence to participate in community affairs and local initiatives.
3. empower citizens with the knowledge and skills to participate in planning and decision-making at the local level.

This study is to evaluate the impacts of the initiative and to provide an analysis of the situation of Bhutan’s democracy to inform BCMD’s strategic direction.

1. Scope & timeline
   1. The study is for 30 man-days spread over three months from 20th October 2021 to 20th January 2022.
   2. Timeline:
      1. Submit research proposal (with full explanation of the design, methodology, analysis plan etc.) - 21st October
      2. Data collection - Oct- Nov
      3. Submit draft research report - 10th December
      4. Submit final report, proofread and ready for print - 15th January 2022.

1. The consultant shall be responsible for overall conceptualisation of the research framework, *including but not limited to*, development of a sound methodology, interview schedules informed by a thorough review of relevant local and international literature and project documents.
2. The consultant will work in close consultation and collaboration with BCMD.
3. The consultant shall share or present drafts of the report to BCMD and constructive comments and feedback will be incorporated accordingly.
4. The final report must be edited, proof-read and print-ready with proper layout of the text, illustrations, image, infographic and pegation etc.
5. The consultant will abide by the RUB code of ethics in research and academia.
6. BCMD holds the copyright of the report and no part of the document may be reproduced, published or transmitted in any form or by any means without the prior approval of BCMD.
7. BCMD is the sole owner of raw data generated from this study and no part or copy of it shall be retained or transmitted in any form by the consultant.
8. The assignment shall be considered completed and finalised upon incorporation of all comments from BCMD.